CLASS SPECIFICATION
Surveying Supervisor/Water Rights Examiner

FLSA Status: Exempt
Union Representation: Nonrepresented

GENERAL PURPOSE

Under general supervision, plans, organizes and supervises a unit of employees engaged in land survey field and office activities; administers related service contracts; develops technical and legal information as required by the Oregon Department of Water Resources to manage, maintain, preserve and file for all the City's water rights; takes responsibility for timely action on the Bureau's Water Right Permits, statutory water rights and adjudication claims to water; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

Surveying Supervisor/Water Rights Examiner is distinguished from Engineering Survey Manager by having responsibility for a smaller organizational unit devoted to land survey activities and by having technical capabilities and licensing requirements that exceed those of a Surveying Supervisor.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

1. Plans, organizes, supervises, and evaluates the work of assigned professional technical survey staff conducting field and office land survey and research activities in support of a bureau's engineering/construction work program.
2. Receives and reviews survey work requisitions for clarity and completeness, assigning survey projects, establishing or adjusting work priorities, and allocating available personnel resources.
3. Monitors work in progress, providing necessary technical advice or direction to crews, obtaining needed equipment, and inspecting finished survey data for accuracy and completeness.
4. Coordinates unit activities with other units, bureaus and agencies to avoid duplication or conflicting scheduling; takes initiative to resolve problems and negotiate mutually agreeable solutions.
5. Determines the need for contract survey services; prepares work specifications and recommendations; oversees activities of contractors and reviews their results for compliance.
6. Recommends items for inclusion in budget, determining personnel or contract service needs, researching and evaluating new equipment for purchase.
7. Plans and evaluates the performance of assigned staff; establishes performance requirements and personal development targets; monitors performance and provides coaching for performance improvement and development.

8. Recommends disciplinary action, up to and including termination, to address performance deficiencies, in accordance with relevant laws and policies, subject to director and City management concurrence.

9. Provides leadership and works with staff to create a high performance, service oriented work environment that supports the City and bureau missions, objectives, and service expectations; provides leadership and participates in programs and activities that promote workplace diversity and a positive employee relations environment.

10. Provides the lead technical advisory capacity to the Water Bureau and other City bureau's in developing and perpetuating municipal water rights; utilizes certification as a Water Rights Examiner to develop technical and legal information for water right filings; performs the final "proof surveys" (certification) for water rights; interprets hydrological data and report findings to the Oregon Department of Water Resources as to the sufficiency of source; works with ODWR to address technical issues that may result from the City's Water Rights filings or the filings of other parties.

MINIMUM QUALIFICATIONS

Knowledge of:

1. Theory, principles and practices of land survey, including the U.S. Public Land Survey System, and applicable U.S. survey instruction manuals and the Manual of Surveying Instructions.

2. Methods and operations of total station surveying instrumentation, Global Positioning Survey (GPS) technology and equipment, methods and practices in the use of Computer Aided Design and Drafting (CADD) systems, and of the Geographic and Land Information Systems (GIS and LIS).

3. The State Plane Coordinate System, Oregon Revised Statutes regarding surveying, and local land survey history and land problems.

4. Principles of mathematics, such as algebra, geometry, and trigonometry applying to land survey.

5. Federal, state, and local law and regulations applicable to land survey, property descriptions, water rights, rights of way and easements.

6. Principles of effective supervision, evaluation and training, motivation and discipline, and personnel procedures.

7. Complex hydrological technical and legal principles associated with water rights. The procedures and policies of the Oregon Department of Water Resources dealing with water right quantities, duties and applications necessary for the filing, maintenance, reporting and preservation of municipal water rights.

Ability to:

1. Plan and organize the work of a field unit performing a large and varied number of land survey assignments.

2. Operate, or direct and instruct others in the operation of various survey instruments and equipment, such as a total station-surveying instrument, and in taking accurate, complete field notes and making accurate survey calculations.
3. Prepare and interpret water rights, right of way, easement, or construction plan maps and surveys, and direct temporary staking of construction projects sites in coordination with construction schedules.
4. Read, interpret, apply and prepare property descriptions, using CADD Systems, GPS equipment and software accurately and effectively to conduct surveys and record results.
5. Direct, control, and evaluate the work of contracted survey personnel.
6. Communicate effectively orally and in writing, preparing clear, concise, and accurate technical reports and other documents using a personal computer.
7. Establish and maintain effective working relationships with diverse groups and individuals encountered during work.
8. Research, compile and manage water right documentation including office and fieldwork related to establishing, maintaining and preserving all water rights for the Water Bureau and other City bureaus.
9. Communicate with technical and lay populations about the complex issues associated with the Water Bureau's many water rights and water right filings including the City's legislated surface water rights and the complex water rights filings associated with the well field operations of the Water and other City bureaus.

Training and Experience:

A typical way of obtaining the knowledge, skills and abilities outlined above is at least two years of professional land survey experience and a PLS Certificate; or an equivalent combination of training and experience. In addition to the PLS Certificate, one additional year of water rights work including development of field data, completing water rights applications and performing of final "proof surveys" that complete water right permits or transfers of water rights and obtaining a Certified Water Rights Examiner license are required for this position. Experience in a public agency is preferred.

Licenses; Certificates; Special Requirements:

A valid state driver's license.

An Oregon State Professional Land Surveyor license.

An Oregon Certified Water Rights Examiner license.

PHYSICAL AND MENTAL DEMANDS

Persons with disabilities may be able to perform the essential duties of this class with reasonable accommodation. Reasonable accommodation will be evaluated on an individual basis and depends, in part, on the specific requirements for the job, the limitations related to disability and the ability of the hiring bureau to accommodate the limitation.

Class History:

Adopted: 07-01-02

Revised:

Class created as a result of Nonrepresented Classification & Compensation Study, 2000-2002. This class is composed of positions from the following class(es):

3124 Surveying Supervisor: Adopted: 03-15-77; Revised: 07-01-92

June 2009 - Change Job Class number from 7671 to 30000695, due to system change.